

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	g Section.	<u> </u>	· · · · · · · · · · · · · · · · · · ·
FOR AGENCY USE	1. Agency Address		FOR RECORDS MANAGEMENT USE
Application Date	Office of Secretary Georgia Real Estate		Application Number 81-86-A
Application Number	40 Pryor St. Atlanta, Georgia		Date Received Date Completed SEP 1 6 1982 JAN 1 9 1983
2. Person to Contact		Working Title	Telephone Number
Linda Luke	Super	visor	656-3916
b. Dispose of present	n Schedule; record will continue to acc accumulation; no further accumulation	n anticipated.	
4. Dates of Series Earliest Latest	5. Records Series Title (followed b		
1973 – 6. Division and Office Functi	REAL ESTATE SCHOOL on What is the function of the		LES n which this record series is created?
establishing ru the real estate conduct, invest ions, and takes or unfair trade General for act	profession in Georgia igates alleged violati disciplinary action a practices. In addition to enjoin such pransure a licensee, or s	lating to the . It accepts on of STate ! gainst a varie n to reporting ctices, the Co	professional conduct of complaints, reviews mis- law or Commission regulat- ety of improper procedures violations to the Attorne commission, after proper
7. Record Series Description	This file contains the following do	ocuments (include form i	numbers and titles, if any):
f a:			institutions established eal Estate examinations
=	al applications for ap ions of the institute;	_	spondence relative to ests through Dec. 31, 1979.
· .			
File is arranged: Alph	abetically by name of	institute.	
8. Monthly Reference Rate One to six months old twenty-five months and ol	How often are records referred Seven to twelve months of	· 3	to twenty-four months old;
9. Annual Rate of Accumula		∑; Shelves	; Other (specify)
AR-50-71; Rev. 76	<u> </u>	ver)	

x Does the series NO 10. Questionnaire a. Is this the offic If not, where is		(" in the proper co	olumn)		-	. 4.
x If not, where is b. Does the series	* 1					<u>``</u>
b. Does the series		series?				,
D. Does the series	,					<u>,i</u>
X	contain contid	ential information	requiring se	curity handling? If yes, cite la	w or regulation	• 1
X c. Is this a vital re	ecord?	i		1.		
d. Does this series	s have historical	or long term rese	arch value?			
			necessary to	keep the entire file for a long p	eri <mark>od, c</mark> ould the	ese
uocuments be	scheduled separ					
	- ,			f yes, attach copy.		
y. Is the informat	contained i	n this series ever a	inaiyzed and/	or recorded in a summarized re	port?	
h. Is there a dupli	ication of this s	eries in your offic	e, or in anoth	ner office or agency?		
X If yes, where?		- _ 				
			the contract of the contract o		· · · · · · · · · · · · · · · · · · ·	 ,
1. Retention Requirements		a computer print				
11. netention nequirements	i i n	e following require	es the series t	о ое керт:		
a. State Law		years.	đ. A	Audit period		vears.
b. Statute of limitation		years.		Administrative need		-
c. Federal law		years.		ederal retention instructions		' - '
					•	
Attach copy or excert of la	-	·			-=	
				utes whose primary	' purpose	is to
Prepare individ	iuais for	ricensure	•			
		•				-
12. Approved Disposition Instr	ructions Th	is agency recommo	ends that the	file series be cut off at the end	of each:	
				; CKOtherbiennial1		_then.
			•		,	
☐ Hold in the current files		month(s)				`
				s); then		•
☐ Transfer to local holdin	g area; hold	year(s);	then	•	•	-
Transfer to local holdinTransfer to State Recor	g area; hold ds Center; hold	year(s);	then	•		
☐ Transfer to local holdin ☐ Transfer to State Recor ☐ Destroy.	ds Center; hold	year(s); 26yea	then	•	*	
☐ Transfer to local holdin☐ Transfer to State Recor	ds Center; hold	year(s); 26yea	then	•		
 ☐ Transfer to local holding ☐ Transfer to State Recore ☐ Destroy. ☐ Transfer to State Archive 	ds Center; hold	year(s); 26yea	then	•		
 ☐ Transfer to local holding ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archive 	ds Center; hold	year(s); 26yea	then	•		
 ☐ Transfer to local holding ☐ Transfer to State Recore ☐ Destroy. ☐ Transfer to State Archive 	ds Center; hold	year(s); 26yea	then	•		
 ☐ Transfer to local holding ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archive 	ds Center; hold	year(s); 26yea	then	•		
 ☐ Transfer to local holding ☐ Transfer to State Recore ☐ Destroy. ☐ Transfer to State Archive 	ds Center; hold	year(s); 26yea	then	•		
 ☐ Transfer to local holding ☐ Transfer to State Recore ☐ Destroy. ☐ Transfer to State Archive 	ds Center; hold	year(s); 26yea	then	•		
 ☐ Transfer to local holding ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archive 	ds Center; hold	year(s); 26yea	then	•		
 ☐ Transfer to local holding ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archive 	ds Center; hold	year(s); 26yea	then	•		
 ☐ Transfer to local holding ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archive 	ds Center; hold	year(s); 26yea	then	•		
 ☐ Transfer to local holding ☐ Transfer to State Recore ☐ Destroy. ☐ Transfer to State Archive 	ds Center; hold	year(s); 26yea	then	•		
 ☐ Transfer to local holding ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archive 	ds Center; hold ves for permane	26 year(s); 26 year	then r(s); then			
☐ Transfer to local holdin ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archiv ☐ Other (Specify)	ds Center; hold ves for permane	26 year(s); 26 year	then r(s); then			
☐ Transfer to local holdin ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archiv ☐ Other (Specify) These instructions apply to	ds Center; hold ves for permane	26 year(s); 26 year ent retention.	then r(s); then	es.		
☐ Transfer to local holdin ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archiv ☐ Other (Specify)	ds Center; hold ves for permane	26 year(s); 26 year	then r(s); then			Date
☐ Transfer to local holdin ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archiv ☐ Other (Specify) These instructions apply to	ds Center; hold ves for permane	26 year(s); 26 year ent retention.	then r(s); then	es.		Date
☐ Transfer to local holdin ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archiv ☐ Other (Specify) These instructions apply to	ds Center; hold ves for permane	26 year(s); 26 year ent retention.	ns of the seri	es. Inagement Officer (Signature)		7/14/82
☐ Transfer to local holdin ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archiv ☐ Other (Specify) These instructions apply to Agency Head/Designed (Signat	ds Center; hold ves for permane	26 year(s); 26 year ent retention.	ns of the seri	es. nagement Officer (Signature)		Date Place
☐ Transfer to local holdin ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archiv ☐ Other (Specify) These instructions apply to Agency blead/Designed (Signate Recommendations in para-	o all prior and fu	year(s); 26 year ent retention. uture accumulatio	ns of the seri	es. Inagement Officer (Signature)		7/14/82
☐ Transfer to local holdin ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archiv ☐ Other (Specify) These instructions apply to Agency blead/Designed (Signature) Recommendations in paragraph 12 are approved.	o all prior and fu	26 year(s); 26 year ent retention.	ns of the seri	es. Inagement Officer (Signature)		7/14/82
☐ Transfer to local holdin ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archiv ☐ Other (Specify) These instructions apply to Agency Head/Designed (Signat	o all prior and future)	year(s); 26 year ent retention. Date 9-15-82	ns of the seri	es. Inagement Officer (Signature) The Records Committee (Signature) The Records Committee (Signature)		7/14/82
☐ Transfer to local holdin ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archiv ☐ Other (Specify) These instructions apply to ☐ Agency Head/Designer ☐ (Signature) Recommendations in paragraph 12 are approved. (If disapproved, attach letter	o all prior and future)	year(s); 26 year ent retention. uture accumulatio	ns of the seri	es. Inagement Officer (Signature)		7/14/82
☐ Transfer to local holdin ☐ Transfer to State Recor ☐ Destroy. ☐ Transfer to State Archiv ☐ Other (Specify) These instructions apply to ☐ Agency Head/Designer ☐ (Signature) Recommendations in paragraph 12 are approved. (If disapproved, attach letter	o all prior and future) State Audi	year(s); 26 year ent retention. Date 9-15-82	ns of the seri	es. Inagement Officer (Signature) The Records Committee (Signature) The Records Committee (Signature)		7/14/82



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FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Office of Secretary of State	Application Number
	Georgia Real Estate Commission	81-86-A
Application Number	40 Pryor St.	Date Received Date Completed
	Atlanta, GA.	MAR 3 0 1982 MAY 2 8 1982
		MAY 1 9 1982
2. Person to Contact	Working Title	MAY 1 9 1982 Telephone Number
Linda Luke	Supervisor	656-3916
3. Action Requested		
	Schedule; record will continue to accumulate.	
· · · · · ·	ccumulation; no further accumulation anticipated.	
	No. 81-86 Check One: ☑ Change; ☐ Superced	
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	TTERENT)
		T.C.
1973 -	REAL ESTATE SCHOOLS LICENSING FIL	
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?
The Deal Retate	Commission regulates the issuance a	nd reissuance of licenses
	rokers, associate brokers, and sale	
	es and regulations relating to the	
	profession in Georgia. It accepts c	
	gates alleged violations of State 1	
	disciplinary action against a warie	
	practices. In addition to reporting	
	for action to enjoin such practice	
	may censure a licensee, or suspend,	
renew a license	=	•
	1	
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	umbers and titles, if any):
	re-licensing and Post-licensing of	
f	or preparation of individuals for F	teal Estate examinations
	nd licensure.	
Included are:	al applications for approval; corres	pondence relative to
onerati	ons of the institute; renewal reque	ests through Dec. 31, 1979
Operaci		
* .		
File is arranged: Alpha	betically by name of institute.	
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old	6; Seven to twelve months old; Thirteen t	o twenty-four months old;
twenty-five months and olde	er?	
9. Annual Rate of Accumulation		
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)

YES	NO	10. Questionnaire	(Place an "X" in the proper column)				
х		a. Is this the offic	cial copy of the series?				
_ -	x	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.					
	<u> </u>	c. Is this a vital record?					
	X.	d. Does this series have historical or long term research value?					
	x	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?					
	х	f. Is the information contained in this series ever published? If yes, attach copy.					
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?					
_ x		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Summarized in Board rpt.					
	х	h. Is there a dupli If yes, where?	ication of this series in your office, or in another office or agency?				
	x	i. Is this series (o	or a major portion of it/ regularly microfilmed?				
-	x		d series result in a computer printout?				
11.	Retent	tion Requirements	The following requires the series to be kept:				
	- C+	te Law	years, d. Audit period	V0.080			
				years.			
		deral law		years. years.			
	C. Tec	Jei ai iavv	years. 1. Tederal retention instructions	years.			
	Attach	n copy or excert of la	aws or regulations. Explain administrative need.	:			
		•		_			
	pr	epare indiv	nts the creation of institutes whose primary purpoiduals for licensure.	se is to			
		opare indiv	radars for freehouse;				
12.	Appro	ved Disposition Insti					
			☐ Calendar Year; ☐ Fiscal Year; ☐ Otherbiennially	then,			
	- .:			·			
			s area month(s) year(s); then				
	□ Ira	inster to local holdin	ng area; holdyear(s); then rds Center; hold24year(s); then				
	De:		year (5), then				
			ives for permanent retention.				
		her <i>(Specify)</i>					
				!			
				·			
		•		·			
		* .		·			
	- -	* .	and the same of the same of the same of the same.	·			
	These	instructions apply to	o all prior and future accumulations of the series.	·			
	These	instructions apply to	o all prior and future accumulations of the series.				
		instructions apply to		Date			
		3	nture) Date Records Management Officer (Signature)	Date 2 4 8 7			
		3		Date 3, 24-82			
Ager	ncy/He	ad/Designee (Signa	nture) Date Records Management Officer (Signature)	Date 3-24-8-2 Date			
Ager V	ncy He	ndations in para-	Date Records Management Officer (Signature) 3-26-82 Committee (Signature) State Records Committee (Signature)	3-24-82			
Ager V	ncy He	ndations in para-	Date Records Management Officer (Signature) 3-26-82 Gray ~ DCO	3-24-82			
Ager	ommer h 12 au	ndations in para- re approved.	State Auditor/Designee Date Records Management Officer (Signature) State Records Committee (Signature)	3-24-82			
Ager	ncy He	ndations in para- re approved.	State Auditor/Designee Date Records Management Officer (Signature) State Records Committee (Signature)	3-24-82			
Ager	ommer h 12 au	ndations in para- re approved.	State Auditor/Designee Date Records Management Officer (Signature) State Records Committee (Signature)	3-24-82			



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FOR AGENC	Y USE	1. Agency Address	FOR RECORDS N	IANAGEMENT USE
Application Date		Office of Secretary of State	Application Number	
		Real Estate Commission	81-	86
Application Number		40 Pryor Street	Date Received	Date Completed
approactor runnor		Atlanta, Georgia		FEB 1 1 1981
			ONIV O C. 1007	
2. Person to Conta		Working Title		Telephone Number
Linda Lul	ke		6	556-3916
3. Action Request	ted	i i	······································	
		Schedule; record will continue to accumulate.		
		cumulation; no further accumulation anticipated.		
c. Amend			de: 🗀 Void	
4. Dates of Series		5. Records Series Title (followed by title used in office; if di		
Earliest La	atest	1 .		
1973 P	resent	REAL ESTATE SCHOOLS LICENSING FII	CES	•
6. Division and Of	Hisa Euradia	What is the function of the Division and the Office in	which this record cari	on in property
b. Division and O	TICE FUNCTION	what is the function of the Division and the Office in	which this record sen	es is createur
The indiv	idual ex	amining and licensing Boards establ	lish policy o	governing
the requi	rements	for licensing where policy is not o	contained in	law. They
collect f	ees from	applicants for licenses and for ex	kaminations a	and conduct
examinati	ons. The	y determine whether applicants have	e in fact met	:ceducational
		ining requirements. The Boards issu		
		to certify that licensees are in fa		
		e a professional code of ethics by		
		igations and presenting evidence to		
	-	licensee.		
		4		
		, '		
7. Record Series I	Description	This file contains the following documents (include form no Attach samples of the file.	ımbers and titles, if ar	ny):
Documents rela	ating to:]	re-licensing and Post-licensing of	institutions	s establi s h-
	•	ed for preparations of individuals for	or Real Esta	te examination
	ā	and licensure.		
Included are:	0-4-4-4-		anondonae ve	12+142 +2
		al applications for approval; corre		
	operati	ons of the institute; renewal requ	eses unrough L	ecember 31,1919.
		·		
			•	ı
	· .			
File is arranged	: Alphai	etically by name of institute.		
		1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -		
8. Monthly Refer	ence Rate	How often are records referred to which are:		
One to six mor	nths old	5; Seven to twelve months old3; Thirteen t	o twenty-four months	s old;
9. Annual Rate of	f Accumulation	on of Records	r . 	
		; Legal-size drawers; Shelves;	Other (english)	
Letter-size drav	wers	, Legal-size drawers, Shelves;	Other (specify)	
				N
R-50-71; Rev. 76	5	(Over)		

YES	NO	10. Questionnaire	(Place an "	X" in the proper c	olumn)	
		a. Is this the office			•	•
<u> </u>	x	lf not, where in the b. Does the series			n requiring security handling? If yes, cite law or regula	țion.
	×	c. Is this a vital re	ecord?			4
	x			al or long term rese	earch value?	
	-	e. When one or to	wo documents	in the file make it	necessary to keep the entire file for a long period, coul	d these
	x	documents be		· · · · · · · · · · · · · · · · · · ·		
	X	ga 🦠 🐞	-		published? If yes, attach copy.	
x		g. Is the informated the second of the secon	tion contained copy, will	in this series ever be summar:	analyzed and/or recorded in a summarized report? ized in Board reporting.	
	x	h. Is there a dupling if yes, where?	ication of this	series in your offic	ce, or in another office or agency?	
	x		r a maior port	ion of it) regularly	microfilmed?	
	x	i. Does the recor		•		
11. I	Retent	ion Requirements	,		res the series to be kept:	
			,	, -		
(o. Stat	te Law tute of limitation == eral law	<u></u>	years. years. years.	e. Administrative need Perma	years. nent_yearsyears.
	.					
ጥ ት	Attacn	copy or excert of la	sws or regulation	ons. Explain admi ew functio:	inistrative need. n of this Board. This series wi	11
			•		s whose primary purpose is to p	
					ue of which the Commissioner ha	
		his decisi	on to re	tain perma	nently.	
12.	Appro	ved Disposition Insti	ructions T	his agency recomm	nends that the file series be cut off at the end of each:	
	4F F			_	☐ Fiscal Year; ☐ Other	then,
, , , , , , , , , , , , , , , , , , ,	□ Tra □ Tra ☑ Des ☑ Tra	nsfer to local holdin nsfer to State Recor	g area; hold ds Center; hol	year(s) d 2 5yea		
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			may be seen as		and the second s	•
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	These	instructions apply to	all prior and	future accumulation	ons of the series.	
Agen	cv He	ad/Designee /Signa	ture)	Date	Records Management Officer (Signature)	Date
1.90	1	1	1,		Theories Management of Machinery	
_	h	les (lel		1-29-81	Chage ~ SCO	1-27-81
-						D
Reco	mmen	dations in para-			State Records Committee (Signature)	Date
		e approved.	State Au	ditor/Designee	1 4-1	2-10-81
(If di		ved, attach letter		SAK	Carrall Hart	2-4-81
UI EX	pialidl	1011./		State/Designee	MINITED STAN	210 0-
			Attorney C	General/Designee	1 //// // // (lel	2-10-81
4R-50)-71;	Rev. 76		(1	Reverse Side)	